

POWERPOINT TIPS AND TRICKS

CTRL Keys:

CTRL A - slide view - selects all objects

Outline view - select all text

Slide sorter - select all slides

CTRL B - Bold

CTRL C - Copy

CTRL D - Duplicates selected objects

CTRL E - Center align

CTRL F - Find

CTRL G - adds a grid to pwrpt screen, not visible during slide show

CTRL H - Replace

CTRL I - Italics

CTRL J - Justify align

CTRL K - Insert a hyperlink

CTRL L - Left align

CTRL M - Insert a new slide

CTRL N - Start a new presentation

CTRL O - Opens a new presentation

CTRL P - Print a presentation

CTRL Q - Exit from Pwrpt

CTRL R - Right align

CTRL S - Save a document

CTRL T - Format the font

CTRL U - Underline

CTRL V - Paste

CTRL W - Close the presentation

CTRL X - Cut

CTRL Y - Repeat the last action or command

CTRL Z - Undo last action or command

Cursor Movement Using the Keyboard

CTRL + Backspace - Delete one word to the left (going back) of the cursor

CTRL + Delete - Delete one word to the right (going forward) of the cursor

CTRL + F9 - Minimize the presentation window

CTRL + F10 - Maximize the presentation window

CTRL + Shift + right arrow - select to end of a word

CTRL + Shift + left arrow - select to beginning of a word

Shift + right arrow - select one character to the right

Shift + left arrow - select one character to the left

Shift and up arrow - selects one line up

Shift and down arrow - selects one line down

Tab (with nothing selected) - select an object on a slide

Other Shortcuts and Function Keys

CTRL R or L - moves text to right or left margin

F1 - Help

F2 - Toggle between selecting all the text in an object or selecting the object

F5 - Runs your presentation, takes you to the beginning of the presentation

F7 - Spelling

Home key - takes you to the first slide

Tabs:

Click on tab - demote

Shift/tab - promote

Hotkeys used during slide show

Advance to next slide - Click, space, N, right arrow, down arrow, enter, page dn

Return to previous slide - Backspace, P, left arrow, up arrow, page up

Go to slide - Any number followed by Enter

Black screen on/off - B or "." (period)

White screen on/off - W or "," (comma)

Arrow pointer on/off - A "=" (equal)

Automatic show start/stop - S or "+" (plus)

End slide show - Esc, Ctrl + Break, or - hyphen

Undo command -

Word remembers the last 100 steps

Excel remembers the last 16

Pwrpt is changeable, the default is 20.

(to change: Tools, options, edit, undo and change the number)

ALT Key Shortcuts

ALT F - brings up the file drop down menu

ALT P - brings up the print menu

ALT 4 - takes you to slide sorter view

Pwrpt tips -

Don't show more than 2 text slides in a row

No red or green for text or background

Light colored background work well for handouts, vs dark colors

Creating a hyperlink: (linking a presentation, or internet pages)

1. Select a word in your presentation

2. Click on the hyperlink icon (or Insert, Hyperlink)

3. Browse to find your file

4. Click ok and your file is linked to your document!

(to remove the link, click on the icon, click on remove link)

5. *Hyperlinks only work during slide show format*

If you don't use it, you lose it!